

# Camp Beech Cliff

## PARENTS' HANDBOOK

### Introduction

#### *Welcome to Camp Beech Cliff*

This handbook is designed to help parents get to know us and understand the unique camp culture of Camp Beech Cliff. You will find information about our mission and program philosophy as well as details regarding daily routines and schedules.

Parents are an important part of Camp Beech Cliff—without you we wouldn't have any children to work with! It is our intent that this manual be your reference guide to camp.

**Please pay special attention to any information in bold type** and please know that we understand that this manual may not answer all of your questions, and you are always welcome to call our office with questions or concerns. We look forward to hearing from you!

#### *The Story of Camp Beech Cliff*

Located on a 50-acre campus bordered by Echo Lake and Acadia National Park, Camp Beech Cliff was established in the 1950's as a private summer camp for boys. It closed in 1978 and reopened in 1991 as a day camp for boys and girls.

To ensure that Camp Beech Cliff would remain a permanent resource for Island youth, in 1995 a campaign was launched to purchase the 50-acre site that the Camp was leasing. This effort proved successful and the property was purchased in 1996. A year later, the camp was incorporated as a nonprofit organization and in 1999 Camp Beech Cliff became an independently operated day camp.

More and more families are realizing how their children benefit from attending Camp Beech Cliff. Since 1991, summer camp enrollment has grown from 20 campers per week to 150 campers per week today. A Challenge Course was installed consisting of indoor and outdoor high and low elements, augmented by the construction of the Eagle's Nest with its indoor climbing wall.

Kids will always be the heart of Camp Beech Cliff, but we look forward to serving the larger Mount Desert Island community as we grow into a year-round resource for outdoor learning and fun.

# Camp Beech Cliff

## PARENTS' HANDBOOK

### *Camp Beech Cliff Mission*

Camp Beech Cliff provides outdoor education experiences that foster fun, teamwork, self-esteem, leadership, positive decision-making and relationship development through physical and social growth. Our primary focus is to be a resource for children.

### *Contact Information and Year-Round Staff*

Executive Director—Debra Deal ([debra@campbeechcliff.org](mailto:debra@campbeechcliff.org))

Camp Director—Tim Spinney ([campdirector@campbeechcliff.org](mailto:campdirector@campbeechcliff.org))

Director of Outdoor Education - TBA

Office Manager/Database Administrator - Brenda Fletcher ([brenda@campbeechcliff.org](mailto:brenda@campbeechcliff.org))

Program and Public Relations Specialist - Heidi Welch ([heidi@campbeechcliff.org](mailto:heidi@campbeechcliff.org))

Phone: 207.244.0365

FAX: 207.244.3355

email: [info@campbeechcliff.org](mailto:info@campbeechcliff.org)

Web Address: [www.campbeechcliff.org](http://www.campbeechcliff.org)

Mailing Address: PO Box 381, Mount Desert, ME 04660

Physical Address: 264 Beech Hill Road, Mount Desert, ME 04660

# Table of Contents

Introduction.....	1
Welcome to Camp Beech Cliff .....	1
The Story of Camp Beech Cliff.....	1
Camp Beech Cliff Mission .....	2
Contact Information and Year-Round Staff .....	2
Table of Contents .....	3
Summer Camp Information.....	4
Absences .....	4
Activities.....	4
Arrival At and Pick-up From Camp.....	4
Behavior Expectations.....	5
Camp Licensing and Accreditation .....	5
Camp Store .....	5
Discipline .....	6
Financial Information .....	6
Health and Safety.....	7
How to get to Camp Beech Cliff.....	7
Late Drop-off/Early Pickup.....	7
Lost and Found .....	8
Medications.....	8
Overnights on Fridays .....	9
Tips and Gratuities.....	10
Transportation .....	10
Transportation Rules .....	11
Transportation Note.....	11
Transportation Schedules (Samples only!) .....	11
Visitors.....	12
What to bring.....	13
What not to bring.....	13

# Summer Camp Information

## *Absences*

Attendance is taken every day when camp begins. If your child will be absent, please call the office before 8:30 am and let us know. A voicemail system is in place for messages if you call the night before. Please leave the message at extension 101 for Brenda, the office manager.

## *Activities*

Our core activity areas are: Swimming, Arts and Crafts, Boating (canoeing, kayaking, and sailing), Archery, Sports and Games, Outdoor Skills, Nature, Performing Arts, and the Challenge Ropes Course. In addition, every week will feature a "Wacky Wednesday", with special activities offered to campers in the morning, and an all-camp activity in the afternoon. Included in the all-camp activities are our Family Fun Days, which offer all parents the opportunity to spend a day at Camp Beech Cliff, participating in their child's activities.

Camp Beech Cliff provides a great environment for campers to make new friends and to be with people they already know. Campers are assigned to an attendance group with their grade level but have opportunities throughout the day to be with other campers based on the activities each camper chooses. **If a camper wants to be placed with a friend or relative in the same age group for the morning attendance group, a written request must be received at least two weeks in advance of the camp session.** We will make every effort to honor this type of request but cannot guarantee it since we need to consider group dynamics as a whole. Moving campers around on Monday morning of a new session or during a session in progress is simply not feasible.

## *Arrival At and Pick-up From Camp*

Staff is on hand to supervise your camper from 8:45 AM until 4:00 PM. We cannot be responsible for children on the premises outside of this time frame. We do understand that emergencies arise but we would appreciate your respecting these time restraints.

### ***Behavior Expectations***

Camp Beech Cliff strives to provide a safe environment, both physically and emotionally, for everyone in camp. Camp Beech Cliff emphasizes respect within all aspects of our program. We will be pro-active in teaching, modeling, and reinforcing respect at every opportunity. It will start with our communication with the parents, continue with every contact with our campers, and will then be reinforced by every staff member. Our intention is to make camp a safe and enjoyable experience for all concerned. We ask parents to support us by reinforcing respectful behavior at home and in the community.

Certain behaviors are never tolerated: violent language or acts, inappropriate language or acts, and any behavior that we believe may endanger a camper or staff member, either physically or emotionally. Most of the time campers just need a reminder or a gentle redirection. Should the camper persist with behavior that is unsafe, dishonest, uncooperative, or disruptive, he or she may be removed from their group and given the opportunity to talk things over with the Camp Director. See section on "Discipline".

### ***Camp Licensing and Accreditation***

Camp Beech Cliff is licensed by the Maine Department of Health and Human Services as a Youth Camp. Camp Beech Cliff also has also earned the mark of distinction of being accredited by the American Camp Association. CBC adheres to the ACA standards of quality, health and safety in every area of camp operation.

### ***Camp Store***

The camp store is open on Friday afternoons, or upon special request. Nalgene water bottles, lanyards, T-shirts, baseball caps, and hooded sweatshirts will be available for purchase.

### ***Discipline***

Camp Beech Cliff will make every attempt to treat each situation based on individual needs. We do not, however, have the resources to work with children one-on-one for extended periods of time during the day. Serious problems are addressed with the Camp Director, and the following steps will be taken:

1. Specific strategies will be developed with the camper and director, and parents will be notified.
2. If the behavior is extremely serious, or is a lesser offence that repeats itself, the Camp Director will hold a parent conference, and the camper will be suspended from camp for an amount of time to be determined by the Camp Director.
3. Repeated instances of problem behavior will be grounds for expulsion from camp. There are, unfortunately, no refunds available for campers who are either suspended or expelled from our programs.

Bullying and Teasing - There are times when staff may be unaware that this behavior is going on. If your camper feels bullied and you believe that our staff either doesn't know about it or isn't addressing it appropriately, please call the Camp Director. We will address the problem in an appropriate and timely manner.

### ***Financial Information***

**Deposits** - With the exception of Campership applicants (who have a two-week period following notification of Campership award in which they may notify us in writing of a wish to withdraw the camper and receive a return of deposit) deposits are non-refundable. If space allows and if we receive a written request at least two weeks prior to the week in question, deposits may be transferred to a different week or to a different member of the same immediate family.

**Payments** - Payment in full for each camp session is due in the office by two weeks prior to the start of the session. If we have not received payment, we may fill your child's spot with a wait-listed child. Unless a payment plan has been agreed upon and signed by both a parent and either the Camp Director, Executive Director, or Office Manager, campers with overdue outstanding balances will not be allowed to attend Camp. Unless a written request for cancellation is received in the office at least two-weeks prior to the start of a cancelled week, payment in full will be expected for that week.

Please note that campers' activities will be scheduled two weeks prior to the start of a camp week. Scheduling will not take place for a camper whose account is not paid up-to-date. For activities for which there is more demand than can be met, failure to pay on time may, therefore, adversely affect your child's chances to be involved in his/her top choices for activities.

### ***Health and Safety***

Camp Beech Cliff strives to make camp a safe place for campers to spend their summer. We work hard to minimize risks, and to educate campers about the differences between healthy and reckless risk-taking. We also train our staff to focus on how to prevent accidents and injuries, and what to do when they occur. ALL staff members working with campers are certified in Basic First Aid and CPR. Camp's Health Office is managed by a Health Professional who is a Registered Nurse, EMT or First Responder.

ALL program areas have immediate radio communication capabilities with headquarters - and the Health Professional! Most accidents at camp are minor (scrapes, cuts, bruises, etcetera) and do not prevent a camper from continuing their day at camp after receiving basic First Aid. If the Health Professional determines that a camper needs immediate medical attention that cannot be provided at camp, the camper will be taken either to the Emergency Room at Mount Desert Island Hospital in Bar Harbor, or to the office of Dr. Kuffler (our camp doctor) in Southwest Harbor. Parents will be notified immediately, and a camp staff member will remain with the camper until a parent arrives.

### ***How to get to Camp Beech Cliff***

From Ellsworth, Maine, follow Route 3 East (toward Bar Harbor and Acadia National Park). At the traffic light just beyond the bridge onto Mount Desert Island, go straight on Route 102 South (toward Southwest Harbor). Continue straight at the next traffic light (in Somesville), then at the flashing light and fire department at the far end of town, turn right onto the Pretty Marsh Road. Shortly thereafter, turn left onto the Beech Hill Road and follow it for about 2.5 miles. Look for our sign and driveway on the left.

### ***Late Drop-off/Early Pickup***

Campers arriving at camp after morning attendance (9:10 AM) need to be signed in by a parent at the office. Likewise, a camper being picked up early will need to be signed out by a parent or person with written authorization to take the child from camp. Please let the office know ahead of time if your camper will be arriving late or leaving early. This allows us to make arrangements with the staff and camper to be ready when you arrive, especially when a camper is at the waterfront and it takes 10-15 minutes to travel to the office.

### ***Lost and Found***

Each Friday afternoon, Camp Beech Cliff displays lost items. At the end of the summer, unclaimed items are donated to a local drop-off for charity. We highly recommend labeling camper clothing, especially towels, bathing suits, caps, lunch bags, T-shirts and jackets.

### ***Medications***

All prescriptions and medications must be dropped off with the Camp Nurse/EMT/First Responder (CBC's Health Professional) before camp begins and picked up after camp is completed. Campers needing inhalers, insulin, epinephrine or other self-administered medications must inform the Health Professional of these requirements with written documentation from a physician. Prescription medication must be in the original container and all medications will be kept securely in the Nurse/EMT/First Responder's office. Written instructions regarding dosages (frequency and amount) must be provided along with the medication. CBC's Health Professional will administer medication based on these instructions. We recommend that you talk to your child's physician about having the medication dispensed before or after the camp hours.

Part of the pre-camp paper work includes a permission slip for your child to receive over-the-counter medication as deemed necessary and appropriate by the Health Professional. This slip must be signed and returned prior to your child receiving medication. If you do not want your child to receive medications, please indicate that on the permission slip, sign and return it.

The Camp Nurse/EMT/First Responder's office regularly administers the following according to label instructions:

<b>Symptom</b>	<b>Medication</b>
Sore throat	Vitamin C drops
Headache	Tylenol/Ibuprophen
Upset stomach	Pepto Bismol
Menstrual Cramps	Ibuprophen/Advil
Poison Ivy	Calamine Lotion/Cortaid

### ***Overnights on Fridays***

Camp Beech Cliff has a longstanding fun tradition of allowing campers to stay overnight on Fridays with their age group at a cost of \$30. Groups will be limited to a maximum of 30 children each Friday, and have a minimum of 3-5 staff present, including either the Camp Director or other designated substitute for the Camp Director.

The purpose of overnights is to provide a different experience from the day program. They will include exploring the woods at night, learning basic camping skills with tents and cooking over an open fire. There will be night hikes, songs and stories around the fire circle, and s'mores. If we swim in the early evening, a lifeguard will be present. Overnights happen even with the rain. If the weather conditions are extreme, we will move the event inside the Eagles Nest Building and have a great time playing games and cooking there. Spaces are limited so register early. Registration forms are available on the web and in the office. A child does not have to be registered at camp for that week in order to be able to attend the overnight. However, he/she must be brought to CBC with the proper equipment at 4:00 PM on the Friday of the overnight. If we are overbooked for an overnight, preference will be given to campers who have not had a prior opportunity to participate in this activity, followed by other campers in order by the date registration was received.

**Length of Overnight** - Friday 4:00 PM until 9:00 AM Saturday. Pick-up is 9:00 AM Saturday Morning at CBC Headquarters Building.

**Equipment List** - Sleeping bag, bed pad, pillow, warm clothes, change of clothes, extra towel, bathing suit, water bottle, flashlight, and teddy bear, if needed. Also don't forget the toothbrush and toothpaste. Camp Beech Cliff will supply tents.

**Food** - CBC will provide a dinner and breakfast for the campers and staff attending the overnight. Campers may be asked to assist in the preparation of the food for either meal. We will cook over an open campfire whenever the meal plan and weather allows for it.

**Further Details** - If your child has never attended an overnight before, or slept out in the woods, please talk with him/her about the possibility of being homesick or scared. We will do our best to encourage your child to stay at the overnight and enjoy the experience.

**Medications** - Any medications must be checked in with the Camp Nurse/EMT/First Responder (CBC's Health Professional) when they arrive to camp. The Health Professional and overnight staff **MUST** know what the medication is and when/how it is given. The Health Professional will relay all medical and medication information to an overnight staff member.

**This summer's overnight schedule is as follows:**

- Session 3 - July 11<sup>th</sup> - Thunder Campers (grades 2-3)
- Session 4 - July 18<sup>th</sup> - Lightning Campers (grades 4-6)
- Session 5 - July 25<sup>th</sup> - Thunder Campers (grades 2-3)
- Session 6 - August 1<sup>st</sup> - Lightning Campers (grades 4-6)
- Session 7 - August 8<sup>th</sup> - Quasar Campers (grades 7-8)
- Session 8 - August 15<sup>th</sup> - Thunder and Lightning Campers (grades 2-6)

### ***Tips and Gratuities***

Camp policy is that individual staff may not accept tips or gratuities of any type. Making a donation to underwrite a Campership for a child who might otherwise be unable to enjoy a camp experience is a wonderful way to say "Thank you."

### ***Transportation***

Camp Beech Cliff offers free transportation from Ellsworth, Lamoine, Trenton, and points around Mount Desert. The Transportation Schedules are available in the CBC office or on the Forms page of the website. **Please note that schedules may be tentative until shortly before the start of camp. Double-check the week before your child starts camp to confirm the specific transportation schedule (both times and stops) for your locale.** Should we have any problems with transportation, parents will be notified immediately and alternate plans will be arranged. Any changes to a camper's normal transportation arrangements (even if it is a one-time only change) must be submitted to our office in writing. **Bus drivers will pick up and drop off ONLY at scheduled stops. We cannot make exceptions.**

### **IMPORTANT TO NOTE!**

- Traffic is always unpredictable, but this is especially true in our busy summer months. We will do our best to adhere to our schedule, but arrival and departure times can only be estimates.
- Camp Beech Cliff takes responsibility for your child on the bus and at camp (or camp program off-site); it is the parent's responsibility to supervise their son or daughter at the pick-up and drop-off locations. Drivers cannot wait for campers who are not at the stop when the bus arrives, nor can they stay with your child if you are not there for drop off. Please arrive at least 10 minutes before the scheduled bus arrival/departure time.
- Transportation is a privilege. Please be sure to inform your children that if they do not follow the basic bus and van rules, the drivers have the right to immediately suspend this privilege.

***Transportation Rules***

- Stay seated while the vehicle is moving
- Wear a seatbelt whenever one is available
- Bad language is not acceptable
- No open food or drinks are allowed on the bus/van
- Keep hands inside the windows
- Do not throw anything out the windows
- Keep your hands to yourself
- Keep bags and personal items out of the aisle

***Transportation Note***

Again this year we will be using fifteen passenger vans for field trips. These recent Chevy models have a new stability system, making them safer. As has been our practice, all camp van drivers are at least 21 years old, have a clean driving history, and will be tested for driving a van. All vans are inspected weekly and carry emergency equipment.

***Transportation Schedules (Samples Only!)***

The following samples will give you an idea of what our schedules are apt to be. Please double-check the actual schedule in the office or on the web the week prior to your child's attendance.

**Sample Quietside Schedule**

<b>Morning Pick-up</b>	<b>Time</b>	<b>Afternoon Drop-Off</b>	<b>Time</b>
Seal Cove Post Office	7:50	Leave CBC	4:00
Cornerstone Baptist Church	7:53	Seal Cove Shoppes	4:07
Tremont School	7:56	Pemetic School	4:10
Gott's Store	8:01	Manset Double J	4:21
Manset Double J	8:09	Gott's Store	4:29
Pemetic School	8:20	Tremont School	4:34
Seal Cove Shoppes (video store)	8:23	Cornerstone Baptist Church	4:37
Arrive at CBC	8:30	Seal Cove Post Office	4:40

### **Sample Northeast Harbor/Bar Harbor Schedule**

<b>Morning Pick-up</b>	<b>Time</b>	<b>Afternoon Drop-Off</b>	<b>Time</b>
Neighborhood House	7:44	Leave CBC	4:06
Abbey Chapel	7:54	Beech Hill Shelter	4:08
Upper Dunbar Road	7:56	Somesville Fire Dept.	4:10
Otter Creek Market	8:03	Mt. Desert Campground	4:15
Jackson Lab	8:07	YMCA Bar Harbor	4:33
YMCA Bar Harbor	8:10	Jackson Lab	4:36
Mt. Desert Campground	8:25	Otter Creek Market	4:45
Somesville Fire Dept	8:33	Upper Dunbar Rd	4:48
Beech Hill Shelter	8:36	Abbey Chapel	4:50
Camp Beech Cliff	8:45	Neighborhood House	5:00

### **Sample Off-Island Schedule**

<b>Morning Pick-up</b>	<b>Time</b>	<b>Afternoon Drop-Off</b>	<b>Time</b>
Wendy's	7:50	Leave CBC	4:00
Lamoine Town Office	8:00	Somesville One Stop	4:10
Trenton Medical Bldg	8:10	Town Hill Fire Dept	4:21
Trenton Market Place	8:15	Trenton Grange	4:34
Town Hill Fire Dept	8:25	Trenton Medical Bldg	4:38
Across from the Somesville One Stop	8:30	Lamoine Town Office	4:45
Camp Beech Cliff	8:40	Wendy's	4:57

### ***Visitors***

All visitors to camp must check in at Headquarters upon arrival. Parents are free to visit and observe at any time, but they must check in at Headquarters too. If you'd like to have a tour of camp, please call ahead of time to arrange it. Thank you.

***What to bring***

Camp will be an enjoyable experience if you send your camper with a knapsack or backpack containing the following each day:

Healthy Snacks	Lunch
Full Water Bottle	Light Jacket/Sweatshirt
Swimsuit/Towel	Tevas or Water Shoes ( <b>Required</b> )
Sunscreen	Bug spray
Sneakers/athletic shoes	Camera (optional)
Hat	

**Please be aware of weather predictions and prepare your camper accordingly. Even if it rains (with no thunder/lightning), we will likely be outside.** Please label all clothing and belongings. We will have hooks available this year where campers may leave their backpacks during the day.

Because the children are very active and get very hungry, we recommend that you pack at least a little bit more nourishment than you might ordinarily.

**PLEASE NOTE! Camp cannot be responsible for lost or stolen items and we highly recommend that valuable items be left at home.**

***What not to bring***

Camp does not allow weapons (this includes knives of any kind), trading cards, MP3 Players, Ipods, CD Players, radios, Gameboys, cell phones (they don't work here anyway) or any other electronic devices. Camp phones may be used only for communication directly with parents/guardians.